

<b>CH2M HILL Hanford Group, Inc.</b>	<b>Manual</b>	<b>ESHQ</b>
<b>SAFETY MEETINGS</b>	<b>Document</b>	<b>TFC-ESHQ-S_SAF-C-01, REV A-3</b>
	<b>Page</b>	<b>1 of 5</b>
	<b>Issue Date</b>	<b>March 15, 2005</b>
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<b>DOCUMENT OWNER:</b>		<b>L. M. Calderon</b>

## **1.0 PURPOSE AND SCOPE**

(7.1.1, 7.1.2)

This procedure describes how safety-related information is communicated to employees through monthly safety meetings.

This procedure applies to all CH2M HILL Hanford Group, Inc. (CH2M HILL) employees. It also applies to CH2M HILL contracted staff that are managed by CHG staff on a daily basis.

NOTE: CH2M HILL contracted staff does not include contractors who attend safety meetings conducted by their own company, i.e., Fluor Hanford and Fluor Federal Services.

## **2.0 IMPLEMENTATION**

This procedure is effective on the date shown in the header.

## **3.0 RESPONSIBILITIES**

### **3.1 Training Department**

Supports, in conjunction with the Safety and Health organization, the training of safety meeting leaders.

### **3.2 Safety and Health Department**

Provides oversight and support for the safety meeting process and assists the line manager in their responsibility to provide an effective safety meeting each month.

### **3.3 Management**

Ensures that every employee assigned to your organization attends an effective safety meeting each month, as defined by this procedure.

## **4.0 PROCEDURE**

See Figure 1.

Safety & Health

1. Provide a monthly safety meeting topic applicable for all employees.

NOTE: Special events, such as the Health and Safety Exposition, may meet the requirements of a monthly safety meeting.

<b>ESHQ</b>	<b>Document</b>	<b>TFC-ESHQ-S_SAF-C-01, REV A-3</b>
	<b>Page</b>	<b>2 of 5</b>
<b>SAFETY MEETINGS</b>	<b>Effective Date</b>	<b>March 15, 2005</b>

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| Line Management | 2. Select an appropriate safety topic for their work group. The safety topic may be the one provided by the safety organization, or the group may select a topic more appropriate for their work group and safety environment. |
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NOTE: When managers select their own safety topic, the topic must be professionally developed and the manager shall notify the Safety and Health director of the new topic and provide a copy. The Safety and Health department is available to support the development of organization-specific safety topics, if needed.

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| Safety and Health or<br>Line Management | 3. Provide instructional materials for meetings (the topic developed by the Safety and Health department will be accessible on the Safety web site). |
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| Safety and Health | 4. Provide training to managers, as requested. |
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| Line Manager | 5. Schedule organization's monthly safety meeting. |
|              | 6. Ensure meetings are conducted monthly.          |
|              | 7. Ensure all employees attend meeting.            |

NOTE: The safety meeting web site can produce a report showing attendance and supporting a makeup meeting.

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| Employee | 8. Attend the monthly safety meeting and sign the attendance roster. |
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| Line Management | 9. Document attendance by using hard copy of the Safety Meeting Roster ( <a href="http://apweb05.rl.gov/rapidweb/chg/chgsafe/ViewMeetings/">http://apweb05.rl.gov/rapidweb/chg/chgsafe/ViewMeetings/</a> ) in the monthly safety meeting. Include the following information on the Safety Meeting Roster: |
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- Course title
- Date completed
- Location
- Time
- Identification of attendees with signatures
- Instructor's name with signature.

NOTE: New employees should have their names pre-printed on the rosters within two months of their start date.

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| Employee | 10. Use safety meetings as a forum for improving safety conditions and enhancing safety awareness by sharing any of the following personal information: (7.1.2) |
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- Safety ideas
- Safety suggestions
- Safety concerns
- Lessons learned

- Near-miss information.

- Manager
11. Post attendance electronically via the Safety web site at <http://apweb05.rl.gov/rapidweb/chg/chgsafe/index.cfm?PageNum=77>.
  12. Schedule make-up meetings, if needed, for employees who missed the initial meeting. If possible, schedule make-up meetings for the following month.

NOTE: Personnel on extended leave or disability are excused from safety meetings missed during their absence.

NOTE: Make-up safety meetings may be conducted up to two months from the first day the safety topic is offered (e.g., the June safety meeting may be taken until the end of July). After the end of this period, the employee is delinquent and may not make up the safety meeting.

- Employee
13. Attend make-up meeting.
  15. Submit hard copy of the Safety Meeting Roster (<http://apweb05.rl.gov/rapidweb/chg/chgsafe/ViewMeetings/>) to manager or delegated leader.
- Manager
16. Conduct make-up meeting.
  17. Post make-up meeting attendance electronically via the Safety web site at <http://apweb05.rl.gov/rapidweb/chg/chgsafe/index.cfm?PageNum=77>.
  18. Maintain safety meeting rosters in accordance with [TFC-BSM-IRM DC-C-02](#).

## 5.0 DEFINITIONS

No terms or phrases unique to this procedure are used.

## 6.0 RECORDS

The hard copy attendance rosters are auditable documents and must be maintained as such by each organization in accordance with [TFC-BSM-IRM DC-C-02](#).

## 7.0 SOURCES

### 7.1 Requirements

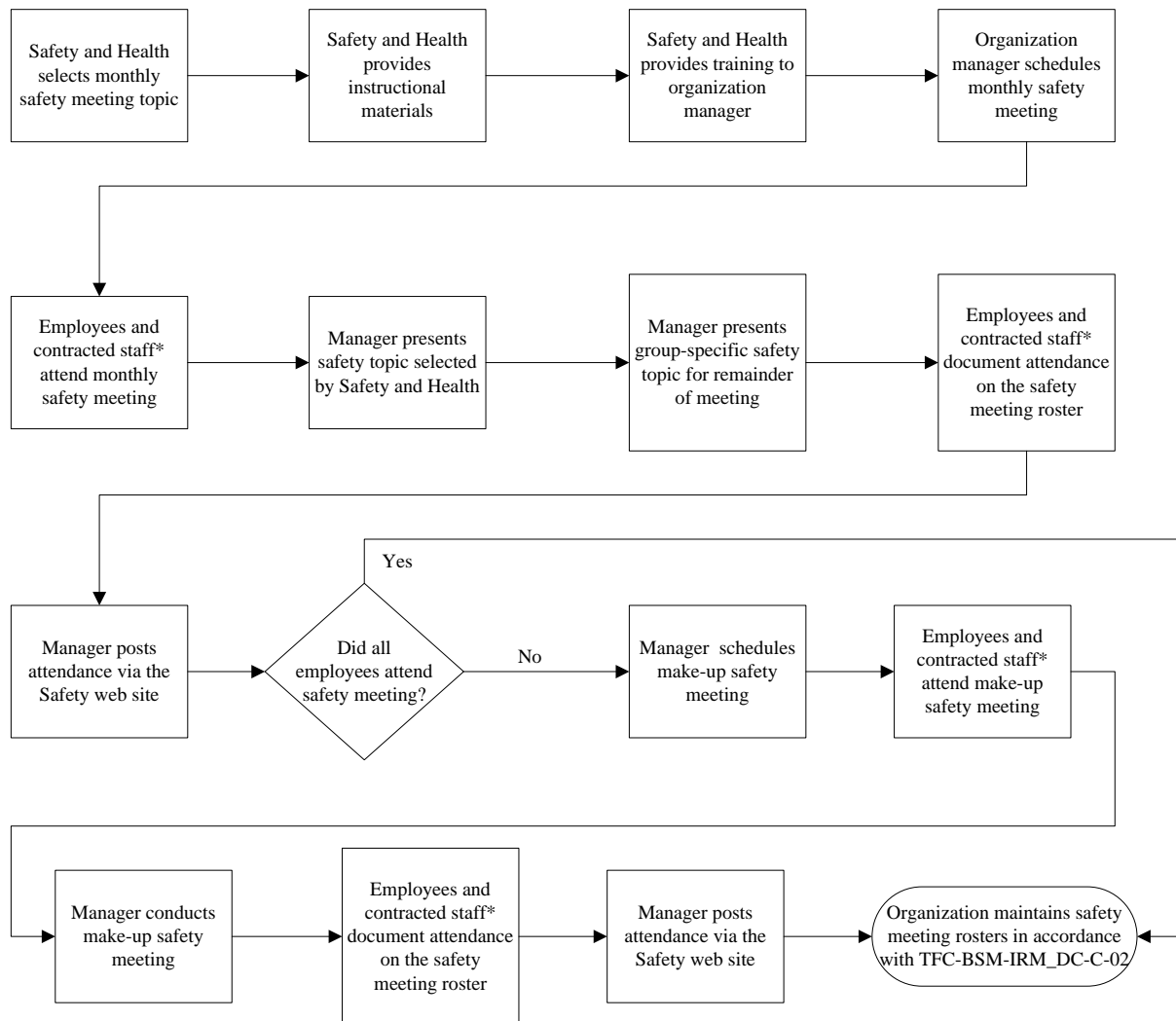
1. 29 CFR 1926.21(a), "Safety Training and Education."
2. [RPP-MP-003](#), "Integrated Environment, Safety, and Health Management System Description for the Tank Farm Contractor."

ESHQ	Document	TFC-ESHQ-S_SAF-C-01, REV A-3
	Page	4 of 5
SAFETY MEETINGS	Effective Date	March 15, 2005

## 7.2 References

1. [TFC-BSM-IRM\\_DC-C-02](#), "Records Management."
2. [TFC-OPS-OPER-C-28](#), "Lessons Learned."

Figure 1. Safety Meetings Flowchart.



\*See Section 1.0 for the definition of “contracted staff” and the application of this procedure to “contracted staff.”